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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

18 September 1947

MEMORANDUM
NUMBER

SUBJECT: Salary Administration

1. Regular employees of the Central Intelligence Agency; that is, full-time employees and temporary employees with a regular tour of duty who are compensated on a per annum basis in accordance with the pay scales established in the Classification Act of 1923, as amended, will be paid in accordance with the following policy:

Entrance on Duty Salary

a. New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions and reinstatements are not new appointments within the meaning of this regulation.)

b. Employees appointed by transfer, reinstatement, or re-employment to a position which does not involve a change in grade will be permitted to retain periodic pay increases previously received up to and including the fourth salary step.

c. Employees appointed by transfer, reinstatement or re-employment to a position in a lower grade than last held will receive salaries fixed so as to allow credit toward within-grade promotions for all service at that grade or higher grades; however, in no case will the salary paid exceed the minimum of the next higher grade.

Determining Salary in Case of Promotion

a. When an employee is promoted to a higher grade position, the entrance salary of which exceeds the highest he has previously earned in the Federal service, he will be compensated at the base of the grade.

b. When an employee who has previously received a change to lower grade is promoted, his salary will be so fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted, or in any higher grades. Following are examples of salary computations in such cases:

(1) Employee A was appointed to a grade CAF-7 position at $2600 per annum effective July 1, 1940, and while serving in this grade received four periodic increases effective January 1, 1942, July 1, 1943, January 1, 1945 and January 13, 1946. Effective September 8, 1946, he received a change to lower grade because of a reallocation of position to a CAF-4. In computing his salary, he was allowed benefit of all time served in the grade CAF-7, thereby making his salary $2691.96 per annum. On January 2, 1947, he received a promotion to grade CAF-5, $3146.40, which gave him benefit of four periodic pay increases.

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(2) Employee B was promoted from CAF-4, $1980 to CAF-7 $2300, effective July 24, 1940; promoted to CAF-9, $3200 effective January 28, 1943; promoted to CAF-11, $3800, effective February 20, 1944; received periodic increase to $4,520 effective August 27, 1945; received change to lower grade to CAF-7, $3310, due to abolishment of her position effective February 2, 1946. Since employee was originally promoted to CAF-7 on July 24, 1940, her salary was established at $3310, which gave her benefit of three within grade promotions, effective April 1, 1942, October 1, 1943 and April 1, 1945. Effective April 20, 1947.

(3) Employee C was serving in a grade CAF-9 position and received his third periodic pay increase on August 25, 1946, making his salary $4525.30 per annum. He received a change to lower grade to CAF-6, $3397.20 effective November 3, 1946. On July 2, 1947, to a grade CAF-9 position at $4525.30, the salary rate he had previously attained while serving in the CAF-9 position.

Determining Salary in Case of Change to Lower Grade

a. In determining salary in case of change to lower grade, the CIA policy provides that the employee be given credit for all service at the lower grade to which the change is being effected and in any higher grades in determining the step of the grade at which the employee is to be compensated. Following are examples of salary computations in such cases:

(1) Employee D was appointed to a grade CAF-5 position effective February 5, 1940; promoted to CAF-7, effective September 15, 1941; promoted to CAF-9 effective October 1, 1942, he remained in grade CAF-9 position until August 11, 1946 when his position was downgraded. Upon change to lower grade, his salary was established at $3773.40, which gave him the benefit of three within grade salary increases (effective April 1, 1943, October 1, 1944 and October 7, 1945) he would have received had he remained in the grade CAF-7 position.

(2) Effective November 17, 1946, employee D above received a change to grade CAF-5 position. His salary in the Grade CAF-5 position was established at $3271.30, which gave him benefit of the pay increases accruing from February 5, 1940, the date he originally entered on duty in grade CAF-5 position. These increases were effective October 1, 1941, April 1, 1943 October 1, 1944, October 7, 1945, and October 20, 1946.

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(3) Employee E was appointed to a grade CAF-4 position effective July 1, 1943 and promoted to a Grade CAF-5, effective July 29, 1945. He remained in this position until December 29, 1946, when he received a change to a grade CAF-3 position due to abolishment of his position. Upon change to lower grade, he was given benefit toward pay increases of all time spent in the higher grades. Therefore, his salary was computed at $2313.76, which gave him benefit of two pay increases, effective January 1, 1945 and January 13, 1946.

(5) Employee F was appointed to a grade CAF-5 position in the War Department, effective July 1, 1941. He was promoted to a grade CAF-7 position effective May 1, 1944 and remained in this grade until his resignation on July 6, 1945. He was reinstated in CIA effective February 10, 1947 to grade CAF-4 and allowed benefit of three pay increases accruing from July 1, 1941 through July 6, 1945, therefore, he was reinstated at a salary of $2619.72.

Exceptions

The procedures outlined above do not apply in the following type of cases.

(a) Employees who have earned meritorious pay increases

(b) Change to lower grade to accept probational appointment

(c) Change to lower grade for disciplinary reasons

(d) Individual cases which in the opinion of an office Chief warrant the making of an exception to the policies outlined above, will be referred for decision with reasons and recommendation to the Director through the Executive for Personnel and Administration.

(1) An employee who has been given a within grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, at the time he is demoted, be given an additional step for such advancement.

(2) If the change to a lower grade is due to employee's desire to accept probational appointment, she will be compensated at the step in the lower grade which is nearest the present salary in the higher grade, provided it does not exceed the maximum of the lower grade.

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(3) If an employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

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